



# OEL By-laws

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Category: OEL Policies & Procedures

## Cape-Atlantic One EaseE Link

**BY-LAWS**  
**Adopted November 13, 1996**

### MISSION

The Cape-Atlantic One EaseE Link (OEL) is an initiative which uses progressive technology to structure and coordinate the service delivery system. Using integrated electronic communication and information sharing, referral, case management and data reporting are all at the central point of service delivery. OEL represents and requires a collaborative effort by the state of New Jersey and the public and private service sectors in Atlantic and Cape May counties to bridge the physical and systemic gaps which separate people in need from services.

### GOALS

The Cape-Atlantic OEL Network will provide an electronic network for diverse agencies and providers in the community where they can blend their collective expertise to conduct systems and eligibility assessments and enhance service delivery to their clients/consumers.

The Cape Atlantic OEL Network will combine sophisticated information technology with a commitment by service providers to participate in a coordinated service delivery system.

A one-stop system is created by merging operational protocols and linking together agencies and providers.

### LOCAL PLANNING AND DEVELOPMENT

In order for the network to be successful, local community service providers must build cooperative and collaborative relationships, while learning to blend their individual expertise into an integrated system. For all participants this planning phase will define and shape local relationships, and in a real sense, define the service system in the community.

Before the workstation technology is introduced, community providers must develop a wide area network or electronic cooperative that will own, and be responsible for, management, oversight, maintenance and modification of the computer network hardware, software, and data that will be used to link their agencies together. Ownership of the network among local providers is necessary to assure its use and success. The process and the network will belong to the site - the cooperative - and not to the State. There will be, however, some systems that remain 'core'; that is, they will continue to be under the purview of the State.

### GOVERNANCE STRUCTURE

The county shall establish a Project Team consisting of, at a minimum the following members as selected by the corresponding authority:

NJ State Department of Labor representative  
representative  
NJ State Division of Youth & Family representative  
Cape May County Government representative  
4 members of the User Team  
(WIB)

NJ State Department of Human Services  
  
Atlantic County Government representative  
One chair from each subcommittee  
County Representative of the Workforce Investment Board

A co-chair of a subcommittee who is elected as a chair of the Project Team may be exempt from the above qualifying criteria.

This Project Team shall be responsible for soliciting community agencies to participate in the OEL Network. Participating agencies shall be known as the User's Team. The User's Team shall select the subcommittee membership. There will be at a minimum three subcommittees-Technology, Agency Relations, and Training & Education. The subcommittee will select two of its members to be co-chairs, one co-chair from each county. The co-chairs shall become members of the Project Team, of which one shall have voting rights. All co-chairs shall remain active participants in the committees. If nominated, no person shall hold the chair position of more than one committee, and shall be given the option to choose the committee they prefer.

- Minutes of all meetings and subcommittees shall be recorded and distributed at the next regularly scheduled meeting.
- All votes shall be recorded in the minutes. Abstentions due to conflict of interest shall be so noted.
- The minutes shall reflect all individuals in attendance.
- An annual schedule of meetings will be distributed.

### **The Project Team**

The Project Team will act as an executive board and manage the overall development and implementation of the Cape-Atlantic One EaseE Link Network and will insure continued progress in all stages of development. The Team shall ensure that all participating agencies cooperate, participate and abide by the conditions and terms of their membership agreement. The Team will work with the State Task force to insure that both State and local planning efforts are integrated. The Project Team shall:

- Review recommendations from the subcommittees and vote on all decisions which affect the project. Voting shall be by a majority. Decisions put to vote will require a quorum of 40% all members for a regularly scheduled meeting. For decisions which require immediate attention, an emergency meeting may be called with a requirement of at least 51% of the members presents for a vote.
- Choose two of its members to act as co-chairpersons
- Act as a conduit to the State Task Force
- Oversee local development teams and coordinate the activities of each
  - The OEL Users Team
  - The Technology Committee
  - The Training & Education Committee
  - The Agency Relations Committee
- Review recommendations from the subcommittees prior to voting on any decisions;
- Organize and prepare pilot sites for implementation;
- Review existing Federal/State regulations and other professional standards for confidentiality, security, access
- Identify local databases needed for integration into software;
- Develop an evaluation tool with outcome measurements to monitor the Network;
- Work with the State Task Force to develop a funding and budget strategy for the long-range maintenance of the Network;
- Ensure that all pilot sites are properly trained and educated in the OEL Network;
- Present policies & procedures used to the User's Team;
- Present approved recommendations of the subcommittees to the User's Team.

### **The One EaseE Link User's Team**

The User's Team will provide recommendations to the Project Team for designing and improving the Network. The Committee members, at a minimum, shall be comprised of all agencies and organizations which are participating in the ComLink Network. Each designated agency shall identify an agency liaison who shall have voting rights. The Team shall:

- By majority vote, select two of its members to act as co-chairpersons;
- Nominate four members to participate on the Project Team;
- Establish subcommittees as recommended in the by-laws;
- Be Responsible for identifying barriers for both users and clients/consumers;
- Develop strategies for improving operations;
- The agency designated member shall act as a liaison to their individuals agencies and insure that all users participate within the Network;
- Promote and maintain a constructive relationship with all participating partners.

### **The Technology Committee**

The Technology Committee shall provide recommendations to the Project Team for developing and maintaining a network and telecommunication plan for the Network. The committee shall develop policies and procedures on network operation and develop a budget to support the network. They shall be responsible for addressing all areas of the network which relate to the connectivity of agencies.

### **The Training & Education Committee**

The Training & Education Committee shall provide recommendations to the Project Team for training and educating all sites in the OEL Network. The committee shall identify training needs, both hardware and software, and monitor ongoing training issues.

### **The Agency Relations Committee**

The Agency Relations Committee shall work with sites to outline, develop and foster working relationships. The committee shall define relationships between agencies and develop protocols which outline the use of the network. They shall be responsible for identifying individual, county and/or state barriers to usage and report them to the Project Team for resolution.

### **SECURITY AND CONFIDENTIALITY**

Confidentiality is the cornerstone of an agency's relationship to its clients. The network recognizes that clients share intimate and personal details of their lives and that they possess a fundamental right to privacy. Without the assurance and practice of confidentiality in our relationship with our clients, there can be no real trust, and without trust, the helping process is jeopardized.

Confidentiality of client information will be safeguarded whether it is communicated verbally, electronically or in written form. It is important that the client make an informed decision about information he/she supplies to an agency. The agency will make every attempt to provide the client with basic information about the OEL Network and with whom the agency shares data. The client shall be informed of: The purpose of the OEL Network and the intended use of the information. Agencies shall maintain specific confidentiality policies and procedures and insure that staff observe them.

### **AMENDMENTS**

The Bylaws can be amended at a regular Project Team meeting by a 2/3's vote of those present and voting, provided that the amendment(s) has been submitted in writing at the previous regular meeting and that notification has been given by mail at least 10 days in advance of the meeting.

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